

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

Opening Date: October 16, 2017 Closing Date: October 20, 2017

Administrative Assistant

Executive Division

New Castle County

This is a Casual/Seasonal position at 29.75 max hours (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Job Responsibilities and Duties:

Incumbent provides administrative support to Special Investigations Unit in the Executive Division of New Castle County Office. Incumbent's duties include receiving, logging, tracking progress and concealed carry license applications. Additionally the incumbent will have responsibility for various administrative duties associated with this process. This is to include, but not limited to tracking and maintaining statistical information in a database to track concealed carry license applications and outcomes as these investigation proceed. Incumbent will be expected to maintain records in an electronic format in a database used by the DDOJ. Incumbent will also be expected to perform other tasks as assigned.

Minimum Qualifications:

Must be detail-oriented, well organized and proficient in Microsoft Office Word, Excel, Access, PowerPoint and Outlook. Knowledge of LexisNexis and Westlaw is a plus. Must possess excellent spelling, grammar and proofreading skills. Strong interpersonal skills are desired as often this position communicates both internally and externally with a variety of partners to get the mission of the unit completed. Must be able to take accurate phone messages; serving as a point of contact for members of the criminal justice system both within and without the State of Delaware.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.